

Agenda

Hall of Records Commission Meeting
Calvert Room, State House
Annapolis
Wednesday, January 15, 1986
following the State of the State Address at
12 noon

1. Call to Order by the Chairman
2. Minutes of the Previous Meeting (enclosure)
3. Records Retention and Disposal Schedules (enclosure)
4. Old Business
 - a. use of the Old Building
 - b. Friends of the Archives
5. Bicentennial Office
 - a. proposed commemorative medal
 - b. progress report on plans for September, including proposed conference at the National Archives
 - c. preparation of exhibit plans and slide lecture on the Annapolis Convention
6. Publications Completed, in Progress, and Proposed
 - a. preparations for the next edition of the Maryland Manual
 - b. progress report on card index conversion project

7. Recent and Forthcoming Activities
 - a. requested return of fugitive Frederick County court records (enclosure)
 - b. assisting the Chairman in preparations for the forthcoming Brookings conference on the Administration of Justice and the National Conference of Chief Justices
 - c. Maryland Time Exposures exhibit in the State House.
8. New Building Progress Report
 - a. delays in shelving installation
 - b. need for change orders to install museum lighting in the exhibit hallway, book cabinets in the rare books room and adjoining work area, a metal door to replace a wooden door on the hallway entrance to the rare books and manuscript vault, and bathroom fixtures in the bathroom adjoining the Archivist's office.
9. FY 87 Budget
 - a. Over-the-MARC requests for 1987 approved in part
 - b. ASR recommendations still pending.
 - c. Hearing schedule
10. Other Business
11. Next Meeting
12. Adjournment

Minutes

HALL OF RECORDS COMMISSION MEETING

Calvert Room

State House

Annapolis

15 January 1986

A luncheon meeting of the Hall of Records Commission was held at the State House on January 15, 1986.

The meeting was called to order by Chairman Robert C. Murphy at 1:10 p.m.

Those attending were:

The Honorable Robert C. Murphy, Chairman, Hall of Records Commission, and Chief Judge of the Court of Appeals

The Honorable Louis L. Goldstein, Comptroller of the Treasury

The Honorable William S. James, Treasurer of the State of Maryland

Dr. John S. Toll, President, University of Maryland

The Honorable Julian L. Lapidés, Maryland Senate

The Honorable Anne S. Perkins, Maryland House of Delegates

The Honorable Earl F. Seboda, Secretary, Department of General Services

Also Present were:

George H. Calcott, History Professor, University of Maryland

James B. Rowland, Executive Assistant to the Governor

Edward C. Papenfuse, State Archivist and Secretary, Hall of Records Commission

Gregory A. Stiverson, Assistant State Archivist

Shirley Bodziak, secretary to Dr. Papenfuse

2. Minutes of the Previous Meeting

The minutes were unanimously approved as submitted on a motion by Senator Lapidés.

3. Records Retention and Disposal Schedules (enclosure)

Schedules signed by the Archivist since the last Commission meeting were unanimously approved on a motion by Comptroller Goldstein.

4. Old Business

a. use of the Old Building

Secretary Seboda explained that most of the office space will be used by the Secretary of State. The Reading Room and Lobby areas will be public space for meetings and exhibits. Under legislation submitted to the 1986 session of the General Assembly, the public areas of the building will be under the control of the Commission on Artistic Property. To ensure that the exhibits accurately reflect the history of the state and Maryland's capital city, the bill adds three ex officio members to the Commission--the Secretary of State, President of Historic Annapolis, and the Director of Maryland Geological Survey Commission. Because the stack area ceilings are only 7' tall, there will be some modifications made in the renovation to make the upper stack level usable as office space. Senator Lapidés asked who is going to oversee the architectural plans. Secretary Seboda responded that the Department of General Services, the Secretary of State, Dr. Papenfuse, and Historic Annapolis would be consulted. Senator Lapidés asked that Historic Annapolis be brought in early into the planning stage.

b. Friends of the Archives

The Assistant Attorney General assigned to the Archives is working on the legal requirements for establishing the Friends. Dr. Papenfuse will report on any progress at the next Commission meeting.

5. Bicentennial Office

a. proposed commemorative medal

The medal for the bicentennial of the Annapolis Convention, with a brochure, will be available September 11th. It will be 1 15/16" diameter and will feature the State House on one side and Mann's Tavern on the other. In response to a question from Delegate Perkins, Dr. Stiverson indicated that the market will be collectors of medals. It will be advertised in the Maryland Magazine and in numismatic journals. Discussion about what the medal should say followed with the suggestion that dates and fuller identification of buildings be considered. Dr. Stiverson will discuss the proposed changes with the designer. On a motion by Comptroller Goldstein, the plans for the medal as amended by the Commission, passed unanimously.

b. progress report on plans for September, including proposed conference at the National Archives

Dr. Papenfuse reported that Dr. Stiverson, as director of the Maryland Office for the Bicentennial of the U.S. Constitution, has been working closely with the City of Annapolis and the Federal Commission on the Bicentennial of the U.S. Constitution to develop plans for a four-day commemoration of the Annapolis Convention Bicentennial, September 11-14, 1986. A play about the Annapolis Convention has been written by Bill Paynter, a local Annapolitan, which will be printed and distributed to schools. Several performances of the play will be given in September during the bicentennial activities.

The Maryland Bicentennial Office has applied to the Maryland Humanities Council for a small grant to help support a nine-program series on the Constitution, which would be hosted by community colleges throughout the state between October 1986 and April 1987.

The Federal Commission on the Bicentennial of the Constitution, chaired by Chief Justice Warren Burger, has announced plans to hold a two-day meeting in Annapolis on September 12-13 as part of the Annapolis Convention bicentennial.

The Maryland Bicentennial Office is also working with the National Archives Volunteers' Program on the Constitution to plan a co-hosted program devoted to the role of the Annapolis Convention in the movement for a

new constitution. The program would be held at the National Archives during Constitution Week next September.

- c. preparation of exhibit plans and slide lecture on the Annapolis Convention

The curator of Artistic Property and the Director of Research for the Bicentennial of the Constitution are working up a master plan and specifications for an exhibit in the new Archives Building. The curator has been in touch with the Adjutant General's office in an effort to coordinate plans for the flag exhibit. Dr. Papenfuse indicated that a catalogue is planned for the flag exhibit that will illustrate all the flags. The Adjutant General has indicated that he will help with the costs of publication. The invitation for bid for all the exhibits should be ready for solicitation by the end of April.

6. Publications Completed, in Progress, and Proposed

- a. preparations for the next edition of the Maryland Manual

The Maryland Manual data base is in the process of being transferred to our new computer system where it will be updated using Word Perfect software and indexed using DBase III. The target publication date for the new 1987-1988 Manual is May of 1987.

- b. progress report on card index conversion project

The contract for the laser disk index conversion project has been let. To date, progress has been better than expected, with a possibility now of character recognition (reading the cards into ascii file), as well as an image file. A demonstration of the system is planned for a future meeting of the Commission. Because the transfer from cards to disks could not be complete by the time of the opening of the new building, the existing card indexes will be transferred in cabinets designed and built to use the existing drawers.

- c. Comptroller Goldstein's book

Dr. Papenfuse noted that sales have been brisk and the reviews to date have been very favorable, including an article in the Evening Sun.

7. Recent and Forthcoming Activities

- a. requested return of fugitive Frederick County court records

Dr. Papenfuse noted that fugitive Frederick County Court Records had been found among materials recently offered at an auction. Along with the public records, which are to be returned, he discovered photographs of the jury that tried President Garfield's assassin. Judge Murphy explained the importance of the case and Dr. Papenfuse noted that he had asked that the photographs be given to the Archives.

- b. assisting the Chairman in preparations for the forthcoming Brookings Conference on the Administration of Justice and the National Conference of Chief Justices

Dr. Papenfuse discussed plans for production of the Annapolis Convention play for the Brookings Conference and other activities.

- c. Maryland Time Exposures exhibit in the State House.

The Legislature provided a very nice reception for the exhibit. It will be on display in the State House through the session and then on permanent display in the new Archives Building. Dr. Papenfuse requested permission to send everyone invited to the reception a copy of the exhibit catalogue. A motion to approve the distribution of catalogues was made by Comptroller Goldstein and passed unanimously.

8. New Building Progress Report

- a. delays in shelving installation

The contractor is not installing the shelving as quickly as expected. Secretary Seboda assured the Commission it would be ready in April and that the Archives could begin transferring records as planned before the close of the fiscal year. Two-thirds of the shelving has been delivered and is stored in a warehouse ready for delivery to the State.

- b. need for change orders to install museum lighting in the exhibit hallway, book cabinets in the rare books room and adjoining work area, a metal door to replace a wooden door on the hallway entrance to

the rare books and manuscript vault, and bathroom fixtures in the bathroom adjoining the Archivist's office.

Secretary Seboda assured the Commission that the items discussed would be taken care of, either now with the General Contractor, or soon after the General Contractor turns the building over to the State through the issuance of separate contracts. The lighting, book cabinets, and bathroom will be taken care of immediately. Secretary Seboda stressed the need to keep change orders to a bare minimum and that any overlooked finishing touches required on the building could be done better and less expensively by subsequent contract out of the existing capital appropriations.

9. FY 87 Budget

a. Over-the-MARC requests for 1987 approved in part

The Governor approved the over-the-marc requests for 1987, although the Department of Budget and Fiscal Planning increased the turnover rate to delay hiring new personnel until the second quarter of the fiscal year 1987.

b. ASR recommendations- No action to date.

c. Hearing schedule

Dr. Papenfuse reported on the budget hearing schedule.

10. Other Business

a. Internship program

On a motion by Treasurer James, the Commission approved giving preference to students taking courses in Archives and Archival management for this year only because the major emphasis of the program this summer will be the move to the new building.

b. Bloomsbury Square Plaque

At Treasurer James' request, and with the unanimous approval of the Commission, Dr. Papenfuse was requested to report at the next and subsequent

meetings on the progress with regard to the Bloomsbury Square plaque. Secretary Seboda noted that progress was being made and that he would supply Dr. Papenfuse with the necessary details.

- c. Hotel on the Naval Academy property adjacent to the new building

On a motion by Senator Lapides, Dr. Papenfuse was requested to monitor any developments on the plans for a hotel and report back to the Commission on a regular basis. Secretary Seboda offered to help Dr. Papenfuse secure the necessary details and to keep him informed of any developments of which he was aware.

- 11. Next Meeting

To comply with the requirement of four meetings a year, the next meeting will be held on April 10, 1986.

- 12. Adjournment

Meeting was adjourned at 2:24 p.m.

Approved April 10, 1986
The Honorable Robert C. Murphy,
Chairman

TO: Hall of Records Commission

FROM: Edward C. Papenfuse
State Archivist and Secretary

RE: Commission Meeting (Wednesday, January 15, 1986,
Calvert Room, State House, Annapolis, lunch following
the State of State address at 12:00 noon

There will be a luncheon meeting of the Hall of Records Commission in Annapolis at the Calvert Room, State House, on Wednesday, January 15, 1986, following the State of State address at 12:00 noon. Enclosed is an agenda with attachments and the minutes of the previous meeting.

ECP/sb



Harry Hughes
Governor

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Edward C. Papenfuse
State Archivist and
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Gregory A. Stiverson
Assistant State Archivist

Hon. Robert C. Murphy
Chief Judge, Court of Appeals
Chairman, Hall of Records Commission

Hall of Records Commission:
Hon. Earl F. Seboda

Hon. Louis L. Goldstein
Dr. Edwin J. Delattre

Hon. William S. James
Dr. John S. Toll

Hon. Julian L. Lapidus
Dr. Steven Muller

Hon. Anne S. Perkins
Brian B. Topping

TO: Hall of Records Commission
FROM: Edward C. Papenfuse
State Archivist and Secretary
RE: next Commission Meeting

There will be a luncheon meeting of the Hall of Records Commission in the Calvert Room of the State House, on Wednesday, January 15, 1986, following the State of the State address at 12:00 noon. Enclosed is an agenda with attachments and the minutes of the previous meeting.

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